



Australian Government

BSBRKG506 Develop and maintain terminology and classification schemes

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop new or modified vocabulary controls and classification schemes for business or records systems based on an organisation's functions and activities.

It applies to individuals who work closely with other staff members throughout an organisation and use a range of investigative, analytical and consultative techniques to perform their work. They may be working in a specialist recordkeeping environment such as archives and their individual responsibilities may include the development and implementation of systems.

Generally, where no formal vocabulary controls exist in an organisation there is a form of controlled titling. This unit covers the formalisation of such informal schemes. Vocabulary control, or controlled language, is commonly called a 'thesaurus' in some sectors of the recordkeeping industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Recordkeeping

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Research classification scheme and terminology	1.1 Examine work of an organisation to identify terminology that may reflect business functions and activities 1.2 Review and analyse functional analyses for the basis of

ELEMENT	PERFORMANCE CRITERIA
	terminology and classification schemes 1.3 Review other relevant materials and documents to analyse potential impact on vocabulary controls and classification scheme 1.4 Examine any existing classification schemes and terminology to assess for currency and coverage 1.5 Examine representative samples of records to confirm extent to which an existing classification scheme and terminology have been implemented
2. Develop draft terminology and classification scheme	2.1 Prepare draft vocabulary controls and titling rules 2.2 Ensure draft vocabulary controls reflect organisation's business culture, operational realities and business language 2.3 Identify broad classification groups from a functional analysis 2.4 Analyse and breakdown broad classification groups to the level required for an organisation's use 2.5 Document draft classification scheme
3. Validate draft terminology and classification scheme	3.1 Prepare methodology for the validation process taking local imperatives and environment into consideration 3.2 Conduct consultation with users to identify issues, problems, inconsistencies and any required amendments or additions to draft classification scheme, existing language and vocabulary controls 3.3 Conduct testing and encourage feedback from users to identify any problems and inconsistencies with draft classification scheme and terminology 3.4 Document outcomes throughout the validation process
4. Implement and review terminology and classification scheme	4.1 Prepare classification scheme and terminology from validation and research 4.2 Undertake negotiations with competing interests within the organisation to ensure common understanding and appropriateness of work use and definitions 4.3 Note where existing system requires modification, and prepare specific recommendations in accordance with organisational guidelines 4.4 Prepare final report of revised terminology and classification scheme, in accordance with organisational practice, Australian Standards and international standards 4.5 Seek formal endorsement from appropriate individual or body through submission of final report and classification scheme.

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.2, 2.3, 2.4, 4.1, 4.3, 4.4	Interprets, analyses and reviews a range of texts of relative complexity to construct, confirm and extend understanding
Writing	2.1, 2.4, 2.5, 3.1, 3.2, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5	Uses clear, accurate and relevant language to organise, record and update information and complete workplace documentation
Oral Communication	3.2, 3.3, 4.2, 4.5	- Communicates using appropriate language and non-verbal features - Elicits the view and opinions of others by active listening and questioning
Navigate the world of work	4.3, 4.4	Uses understanding of organisational policies and procedures and industry standards to inform development of classification scheme
Interact with others	3.2, 3.3, 4.2, 4.5	- Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience - Collaborates and negotiates with others to achieve joint outcomes, playing an active role in facilitating group interaction
Get the work done	1.1-1.5, 2.2, 2.3, 2.4, 3.1-3.3, 4.1	- Plans and implements tasks required to develop classification scheme - Makes decisions based on systematic analysis of relevant information, identifying and evaluating options against requirements to inform choices - Recognises and addresses some unfamiliar problems of increasing complexity within own scope

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRKG506 Develop and maintain terminology and classification schemes	BSBRKG506A Develop and maintain terminology and classification schemes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBRKG506 Develop and maintain terminology and classification schemes

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Performance Evidence

Evidence of the ability to:

- perform a functional analysis to develop a logical, multi-level terminology scheme appropriate to the organisational context
- analyse and classify usage of descriptive terms in detail.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain general principles and processes of records management and records management systems, such as:
 - systems of control
 - records continuum theory
 - mandate and ownership of business process
- briefly describe possible classification schemes
- outline suitable methodologies for validation of classification schemes.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – recordkeeping field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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